

TEAM MEETING MINUTES

“The TEAM Committee brings together representatives from all work groups to make Pullman Transit a more efficient system and better place to work. Input from all employees is encouraged.”

Wednesday, September 11, 2019. Meeting called to order @ 10:12 AM

Present at meeting:

Present	Name	Representing	Term Expires
X	Otto Nielson	Bus Washers	April 2022
X	Maddie Farnsworth	Drivers	May 2021
X	Dave Butcher	Drivers	May 2020
X	Randy Brown	Dispatchers	May 2022
	James Nelson	Management	May 2020
X	Wayne Thompson	Management	N/A
Present by Invitation: Ray Wapnowski			

Employee of the Quarter selection occurs during the July, October, January and April meetings.

Employee of the Year term is July-June. Voting takes place in April/May before the summer session.

NEXT MEETING TO BE HELD WEDNESDAY OCTOBER 9, 2019 at 10:00 AM.

Ray W. has participated as an observer. Thank you Ray for accepting our invitation and coming to the meeting. The next observer was selected at random and has been invited to the August meeting.

A. MINUTES were reviewed.

B. SAFETY ISSUES: Incident/Accident reviews.

8/28/19: Passing truck hit mirror on driver side of bus stopped at Boulder Creek. **Non – recordable.**

8/29: Driver stung by bee used epi-pen. Transported to ER via ambulance. **Non – recordable.**

9/4: Driver pulled bus out of shop and scraped yellow post. **Recordable**

9/5: Driver hit stop sign pulling out of stop. **Recordable.**

9/6: Driver pulling out of garage, door didn't open all the way and hit the stack on the bottom of the door. **Recordable.**

C. OLD BUSINESS:

Hold Items: These are items we are aware of, will take some time to address, but are still open.

Cup holders have been falling off, a suggestion was made to investigate screw on options. **New cupholders are being researched, 2 new types have been purchased for testing. Awaiting install.**

Action Items: These are items that are actively being worked on.

A request was made for feedback regarding the Emergency Response Training at the August meeting. **Please feel free to provide feedback.**

D. NEW BUSINESS/MEMBER CONCERNS:

Less than 50% representation for a TEAM meeting should warrant cancelation

Parking along shop parallel to the building is wasting parking space.

Breaks – 1: Shift starts 15 min before you begin at Transfer Station but ends almost exactly at Transfer Station at end of shift or later – always goes late. Could we move the shift time 5 min later. **Resolved**

Clocks for buses that are bigger for visibility, especially need one in 106 (no functioning MDT). **MDT issue resolved, but asking vendor to increase MDT clock font.**

Break room delay – it was supposed to be done by now, various reasons including paperwork ensuring the new site will not have the same issue again in the future. Breaks will be amended to allow for drivers coming back to Transit office for their breaks while the breakroom is unusable from the move.

E. COMPLIMENTS & COMPLAINTS

Compliments:

9/4 – Maddie F. – great teamwork helping new drivers with football service.

9/4 – Jessica T. – very helpful on previous day scheduling rides.

Complaints:

8/21/19: Wheat route ran early and missed passenger. **Non – Valid.**

8/22: Driver was slamming on breaks and missing stops. **Non – Valid.**

8/26: Driver refused a school district passenger with an old ASB card. **Non-valid**, driver was correct to question the wrong pass.

Driver then used profanity. **Valid.**

8/27: Coffee route failed to stop at Maiden and Spaulding, missed passenger. **Valid.**

8/27: Gray express, driver was braking hard and not waiting long enough at stops. **Non – Valid.**

F. CHANGES MADE AT THE SUGGESTION OF EMPLOYEES

As a reminder, suggestions that require attention faster than once a month can be written on the yellow suggestion cards in the garage. This box is checked daily.

9/11/19: Can stop signs or other signs be moved back on routes to avoid contact. **Looking into it.**

9/11/19: Now that we have new PR readerboard codes, inform drivers what they are and how to use them. **Pending.**

9/11/19: Remove announcement at the Valley and Merman Stop that states “next stop has been changed to College Crest”. **Pending.**

9/11/19: Announcement on bus, a reminder to show your pass or Cougar Card to the driver when boarding bus. Perhaps a quarterly rotation of regular reminders.

9/11/19: Tinting on Phantoms requested cut higher, at same level window shade pulls down to.

Move radio mic and MDT in 3361 to different location. **Looking into it.**

On the brochure and Bus Stop posting highlight the 5:30 time check @ Chinook in red and indicate that for Community Service, SAT, SUN, and Holidays, Chinook is the last stop.